

**MINUTES OF THE ANNUAL MEETING OF THE BOARD OF DIRECTORS
OF GATEWAY TO L.A. PBID INC.
CALIFORNIA NONPROFIT MUTUAL BENEFIT CORPORATION
January 14, 2016**

The Annual Meeting of the board of directors of Gateway to L.A. PBID, Inc. a California nonprofit mutual benefit corporation was held on January 14, 2016 at 8:00 a.m. at the Crowne Plaza LAX located at 5985 W. Century Blvd., Los Angeles.

27 individuals attended the meeting as follows:

- Grant Coonley, Hilton Los Angeles Airport
- Charles Bassett, L&R Group
- David Merritt, JM Eagle
- Michael D'Amodio, Embassy Suites
- Steven Hall, LAX Marriott
- Vince Buonocore, LAX Marriott
- Jeff Rostek, Hyatt
- Chief Beatrice Girmala, LAPD
- Capt. Nicole Alberca
- Sgt. Kevin Love
- SLO Sophia Casteneda
- Israel Mora, Courtyard LAX
- Paul Gibbs, Crowne Plaza
- Matt Seymour, The Parking Spot
- Jack Lott, Destination Shuttle Svc
- Jonah Schnel, TIMCO CNG
- Brett Roberts, Metro
- Susan Perry, Kosmont Partners
- Brandon Phipps, Kosmont Partners
- Tom Jirovsky, Kosmont Partners
- Daniel Oszstreichner, LAWA
- LaNear Montgomery, Luxury Shuttle
- Raymond Ball, Luxury Shuttle
- Patti Torres, Luxury Shuttle Group
- Tod Short, Base Architecture
- Calvin Beard, Gateway to L.A.
- Laurie Hughes, Gateway to L.A.

1. WELCOME / INTRODUCTIONS

Grant Coonley welcomed the attendees and introduced the special guests.

2. PUBLIC COMMENTS

No comments from the public.

3. APPROVAL OF MEETING MINUTES - November 12, 2015

The minutes of the November 12, 2015 Annual Meeting of the Board of Directors were approved as presented.

4. FINANCIAL REPORT

Laurie Hughes presented the Budget vs. Actual report for period ending December 31, 2015 reflecting total income of 1,272,820.54 and total expenses of \$1,204,976.12. The financial report was unanimously approved by the Board of Directors.

5. EXECUTIVE DIRECTOR REPORT

Director of Operations - Calvin Beard, retired CHP Captain, hired to replace Jim.

Zone 2 Outreach - Calvin Beard / Laurie Hughes met with Neutrogena to discuss street maintenance along 98th Street.

Calvin has met with each of the stakeholders and identified key points of contact.

Due to significant street parking, GTLA has requested that CD11 assist in obtaining permission for Temporary No Parking days so that the streets can be cleaned and trash on sidewalks be picked up.

Taxi Holding Lot - LAX Taxi Holding Lot opened shortly before Christmas. The volume of taxis dispatched from the lot has created significant congestion on 98th Street and safety concerns for hotel / parking shuttles and area employees. LAWA has been contacted regarding the concerns and asked to provide or perform a traffic impact study, and relocate the lot to a location away from 98th Street.

Office Lease - GTLA has been asked to relocate the offices. Office space has been located at Airport Center building – 9841 W. Century Bldg., Ste. 150. 10 Year lease agreement is being negotiated.

Commercial Void Analysis Study – A draft of the commercial void analysis study is ready for presentation to the board of directors.

Active Shooter / Terrorism Preparedness Training – February 3rd at The Westin LAX

LAX2Go – A working Demo version is now available. Due to changes with the Hotel Consolidation Shuttle system, active solicitation of shuttle services providers is on hold.

Operations Report

LAPD: Senior lead Officer Sophia Castenada remains assigned to work the 14A67 basic car. The new assigned Director of Operations was formally introduced to LAPD Pacific Division Caption Nicole Alberca.

Ambassadors: The Ambassadors assigned to the afternoon shift conducted through inspection of all street lighting throughout the district to make sure everything is functioning properly,

including alleys and other areas behind the hotels. All appropriate entities were notified of defective lighting.

The Ambassadors conducted a survey and assessment of defective Detex devices throughout the BID. On 12/22/15 the Director of Operations met with UPS Assigned Site Coordinator for Gateway to LA, Tunde Ogundimu to program replacement Detex devices.

The Ambassadors were provided replacement Detex devices and directed to repost in areas least conspicuous and subject to tampering and/or removal.

The Ambassadors provided high visibility patrol around the Embassy Suites and Starbucks during noon hours during the week of December 21st. The BID received a complaint from the Hotel General Manager regarding an aggressive panhandler.

The Ambassadors conducted a surveillance of identified aggressive panhandler on December 24th, after he was observed in the area. The panhandler subsequently left the BID without further incident.

	Dec-14	Dec-15
Citizen Contacts	855	509
Panhandlers	159	169

No Security Managers' meeting was scheduled for the month of December. The new Operations Director will chair all meeting henceforth and our next scheduled meeting is January 6, 2016.

The Gateway to LA Holiday Reception was held on December 10th at the LAX Hilton. The Operations Director attended the Leadership Academy on December 15, at the LAX Chamber of Congress.

The new assigned Director of Operations was introduced to the Kiwanis Club and will continue to serve as representative for Gateway to LA.

On December 14, the newly appointed Director of Operations started preparation and development of a Standard Operating Procedures Manual to address all components of BID operations.

An overall assessment of UPS supervisory review and follow-up visit at Gateway during weekends were consistent and in compliance throughout the month.

Ocean Express

An overview of Shuttle Operation for the month was found in accordance with standard operating procedures, despite maintenance issues related to two separate shuttles. All scheduled routes were being adhered to as required.

	Dec-14	Dec-15	Total
Passenger Count	3251	2061	-7.5% decrease from 2014 to 2015
Year to date	50247	46450	

Tickets collected	
Tickets sold	3,500
Free Riders	32

Ocean Express Shuttle #21 underwent final touches ie. printing decals affixed to windows and was returned to full operation on December 15th. Ocean Express Shuttle #55 was determined a total loss and appropriate measures are under way to pay off vehicle and ultimately replace.

On December 21, the BID received information from spoke with Reggie at DSS that Ocean Express #55 received total engine failure and was removed from service and has been return to the dealership. DSS is awaiting final assessment and anticipated date of repair completion.

Ocean Express is currently operating with one branded shuttle.

Clean Streets: On December 21st, Gilbert Perez, Clean Street Field Supervisor formally met the new Director of Operation at Clean for GTLA. Street. We discussed morning street cleaning and received daily GPS report for 12/21/15 operation. Gilbert provided the BID staff with some holiday treats. An overview of the Clean Street operation for the month of December indicated everything was in accordance with the BID's expectations.

6. **SPECIAL GUEST SPEAKER** - LAPD Deputy Chief Beatrice Girmala
Chief Girmala briefed members on recent terrorist activities, emergency preparedness and the upcoming 2016 C-PAB Summit on Counter Terrorism & Emergency Preparedness.
7. **COMMERCIAL VOID ANALYSIS STUDY DRAFT**
Tom Jivorsky presented a report on the Commercial Void Analysis Study... available on request.
8. **METRO STATION CONSTRUCTION UPDATE - Brett Roberts**
Brett Roberts briefed members on upcoming street / lane closures related to the LAX METRO Station construction.